

APPLICATION FORM

APPLICATION FOR: _____

PLANNING & ZONING COMMISSION

Service Center
16801 Westgrove Drive
Addison, TX 75001

DATE: _____
CASE FILE: _____

APPLICATION

NOTICE TO APPLICANT

A COMPLETE APPLICATION for zoning action with the Town of Addison must consist of:

- The application form, properly filled out and signed by the applicant and the property owner and/or their assigned representatives.
- All required plans in detail as described in this application form, and
- A metes and bounds legal description of the property.
- The appropriate filing fee.

**APPLICANT
INFORMATION**

1. NAME:	_____
2. ADDRESS:	_____ _____ _____ ZIP _____
PHONE:	_____
3. FIRM:	_____ _____
4. OWNER OF PROPERTY AND ADDRESS IF DIFFERENT FROM APPLICANT:	_____ _____ _____
5. REPRESENTATIVE (if any) TO WHOM CORRESPONDENCE SHOULD BE DIRECTED:	
NAME:	_____
FIRM:	_____
ADDRESS:	_____
PHONE:	_____ FAX: _____
EMAIL:	_____

**DESCRIPTION
OF PROPERTY**

6. GENERAL LOCATION OR ADDRESS:	_____
7. LAND AREA (in sq. ft. or acres):	_____

ZONING

8. EXISTING ZONING: _____
9. PROPOSED ZONING: _____
10. WHAT IS PLANNED FOR PROPERTY AFTER REZONING:
- _____
- _____
- _____

**PLANS
REQUIRED
FOR
APPLICATION**

11. FOR ZONING CHANGES AND/OR PLANNED DEVELOPMENT DISTRICTS:
Eighteen (18) copies of the proposed site plan, landscaping plan, floor plans and elevations.
12. FOR SPECIAL USE PERMITS (S.U.P.): Eighteen (18) copies of the proposed site plan, landscaping plan, floor plan, and elevations.
13. FOR VARIANCES: Eighteen (18) copies of the appropriate plan indicating the exact nature of the variance.
14. **** ALL REQUIRED PLANS MUST BE SUBMITTED AT TIME OF APPLICATION.
8 1/2" x 11" REDUCTIONS OF EACH SHEET MUST ALSO BE SUBMITTED.

FEES

15. THE APPROPRIATE FEE MUST ACCOMPANY THE APPLICATION.

ZONING:	
Less than one acre.....	\$250.00
One acre but less than five acres.....	\$450.00
Five acres or more.....	\$750.00
 SPECIAL USE PERMIT.....	 \$650.00
VARIANCE.....	\$ 50.00

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

**SIGNATURE
OF PROPERTY
OWNER AND
APPLICANT**

(Signature)

APPLICANT

(Signature)

PROPERTY OWNER

PAID
DATE _____ **CK#** _____

RECEIPT # _____